



General Permit to Limit Potential to Emit from Major Stationary Sources of Air Pollution Annual Emission Summary Instructions

Use these instructions to complete the General Permit to Limit Potential to Emit from Major Stationary Sources of Air Pollution Annual Emissions Summary (DEP-AIR-SUM-001). If you have any questions, you may contact the Bureau of Air Management - Compliance Analysis and Coordination Unit (CACU) at (860) 424-3702.

Introduction

A permittee registered under General Permit to Limit Potential to Emit from Major Stationary Sources of Air Pollution (GPLPE) issued March 29, 2001 is required to submit one or more reports based on criteria delineated in Section 4(c) of the GPLPE. Such reports shall be completed using records made in accordance with the GPLPE.

We recommend retaining a copy of the blank form enclosed and the completed form you submit for reference purposes.

Record Keeping Requirements

Record keeping in accordance with Section 4(b) of the GPLPE is only required commencing with the date of the approval of registration. A monthly log must be kept which includes the records necessary to reliably calculate actual emissions of regulated air pollutants during each and every consecutive twelve (12) months.

Who Must Report Emissions?

Any permittee whose actual emissions of any regulated air pollutant from the premises as reported in the registration for approval under the general permit at or above 50% (fifty percent) of the emission limitation specified in Section 4(a) of the GPLPE must provide an annual emissions summary as specified by Section 4(c) of the GPLPE.

Please note **all** permittees registered under the GPLPE must submit an Annual Compliance Certification (DEP-AIR-CC-001).

When Must You Report?

The annual emissions summary with respect to the premises shall be submitted to the commissioner on or before January 30th of each year in which a permittee is registered under the GPLPE.

What Must Be Reported?

1. For Premises Previously Registered Under the GPLPE between June 1996 and December 2000

In Part II of the Annual Emissions Summary form, the total amount of fuels/materials used during the previous calendar year must be reported according to Part II of these instructions.

For Parts III and IV on the form, emission totals for each twelve-month period will be reported according to Parts III and IV of these instructions. The reporting periods have been provided on the form in Parts III and IV, however, the years (yy) must still be provided by the permittee.

For example, if you received approval of registration under the GPLPE on July 1, 2001, the annual emissions summary submitted on or before January 30, 2002 would contain emission totals covering the following periods:

February 1, 2000 - January 31, 2001;
March 1, 2000 - February 28, 2001;
April 1, 2000 - March 31, 2001;
May 1, 2000 - April 30, 2001;
June 1, 2000 - May 31, 2001;
July 1, 2000 - June 30, 2001;
August 1, 2000 - July 31, 2001;
September 1, 2000 - August 31, 2001;
October 1, 2000 - September 30, 2001;
November 1, 2000 - October 31, 2001;

December 1, 2000 - November 30, 2001; and
January 1, 2001 - December 31, 2001.

For the first GPLPE Annual Emissions Summary due January 30, 2002, some of the twelve-month periods might already have been reported under the previous GPLPE. If this is the case, those periods may be left blank.

2. For Premises Previously Registered Under the GPLPE between January 1, 2001 and June 21, 2001 and For New Registrants after June 21, 2001

The GPLPE requires reporting of actual emissions over a twelve (12) month period therefore, at least one year of data (commencing from the date of approval of registration) must be available before a source is required to submit an annual emissions summary.

In Part II of the Annual Emissions Summary form, the total amount of fuels/materials used during the previous calendar year must be reported according to Part II of these instructions.

For Parts III and IV on the form, emission totals for each twelve-month period will be reported according to Parts III and IV of these instructions. The reporting periods have been provided on the form in Parts III and IV, however, the years (yy) must still be provided by the permittee.

The amount of data you can summarize will depend on your GPLPE registration approval date. Because the record keeping requirements associated with the GPLPE commence as of the approval of registration date, your first Annual Emissions Summary will not contain 12 calculations of aggregated emissions.

For example, if you received approval under the GPLPE on July 1, 2001, your emissions summary submitted on or before January 30, 2003 would contain 7 calculations of aggregated emissions recorded for the following periods:

July 1, 2001 - June 30, 2002;
August 1, 2001 - July 31, 2002;
September 1, 2001 - August 31, 2002;

October 1, 2001 - September 30, 2002;
November 1, 2001 - October 31, 2002;
December 1, 2001 - November 30, 2002; and
January 1, 2002 - December 31, 2002.

The emissions summary submitted the following year (on or before January 30, 2004 in this example) would contain 12 calculations of aggregated emissions recorded for the following periods:

February 1, 2002 - January 31, 2003;
March 1, 2002 - February 28, 2003;
April 1, 2002 - March 31, 2003;
May 1, 2002 - April 30, 2003;
June 1, 2002 - May 31, 2003;
July 1, 2002 - June 30, 2003;
August 1, 2002 - July 31, 2003;
September 1, 2002 - August 31, 2003;
October 1, 2002 - September 30, 2003;
November 1, 2002 - October 31, 2003;
December 1, 2002 - November 30, 2003; and
January 1, 2003 - December 31, 2003.

Preparation

In order to accurately complete the Annual Emissions Summary it will be helpful to have in front of you the following documents:

- 1) This document, the GPLPE Annual Emissions Summary Instructions (DEP-AIR-SUM-INST-001, Rev 2001);
- 2) The GPLPE Annual Emissions Summary (DEP-AIR-SUM-001, Rev 2001);
- 3) The GPLPE Registration Instructions (DEP-AIR-INST-001, Rev 3/29/01);
- 4) The GPLPE Registration Form (DEP-AIR-REG-001, Rev 3/29/01); and
- 5) A copy of the worksheets you filled out when applying for registration under the GPLPE which include the emissions unit inventory, criteria emissions worksheets, and hazardous air pollutant worksheets.

Worksheets

The worksheets described in #5 were included in

the original GPLPE registration package as Appendix A (Guidance and Worksheets for Calculating Potential and Actual Emissions). If you did not save the Appendix A, worksheets and you would like a new set, please contact us at (860) 424-4152. If the Appendix A worksheets are going to be used, disregard any mention of potential emissions and calculate only for actual emissions.

You must retain a copy of all documents submitted to the Department and supporting documentation for a period of at least five (5) years.

Part I: General Information

1. **Premises Name**—Indicate the name of the premises.

Mailing Address—Indicate the mailing address, city, state and zip code for the premises.

Business Phone and Fax number—Indicate the phone number, extension and fax number of the contact person identified below.

Contact Person and Title—Indicate the name and title of the contact person who is responsible for environmental reporting.

Contact E-mail—Indicate the e-mail address of the contact person identified above.

2. **Premises Address**—Indicate the site address, city, state and zip code of the premises only if different from the mailing address.
3. **Registration Number**—Indicate the registration number found on the GPLPE Approval of Registration.

Date Issued—Indicate the "Effective Date of Approval" (mm/dd/yyyy) found on the GPLPE Approval of Registration.

4. **Reporting Period**—For actual emissions being reported, indicate the start date of the first reporting period (mm/dd/yyyy) in the

"From" column and the end date of the last reporting period (mm/dd/yyyy) in the "To" column.

5. **Highest Nitrogen Oxide (NO_x) emissions (in pounds) from premises on any one day between May 1 and September 30th**—Check the applicable box if the premises NO_x emissions exceeded 137 pounds on any one-day in the ozone season for a premises located in a severe ozone non-attainment area or 274 pounds for a premises located in a serious ozone non-attainment area.
6. **Description of exceedance and resulting emissions**—If either of the limits in #5 were exceeded, indicate the following:
 - A description of the emission unit;
 - The exceedance date(s) (mm/dd/yyyy); and
 - The actual pounds of NO_x emitted.
7. **Description of emergency condition if any**—Provide a description if the exceedance was due to an emergency condition as defined in Regulations of Connecticut State Agencies (RCSA) Section 22a-174-22.
8. **New Emission Units**—Check the applicable box if new emission units were added to your premises during the year. If "yes" is checked, list the new emission units and remember to add the actual emissions from these units to the premises totals in Parts III and IV.

Part II: Total Amount of Fuels/Materials Used during the Previous Calendar Year

Pursuant to Section 4(c)(2)(A) of the GPLPE, the annual emissions summary must contain the "total amount of fuels, solvents, coatings or raw materials used during the previous calendar year, which use resulted in the emission of a regulated air pollutants". Copy Part II of the form if more pages are needed and number the pages in the top right hand corner.

1. **Premises Name**—Provide the premises name indicated in Part I.
2. **Registration Number**—Provide the registration number as indicated in Part I.

- 3. Fuel/Material Used**—If a fuel or material used on the premises has an associated regulated air pollutant emission, the fuel or material name must be listed first. Start with fuels used during the year, followed by coatings, solvents, minerals used, ending with any other raw materials used which resulted in the emission of a regulated air pollutant.

Examples of fuels, solvents, coatings and raw materials are: *for fuels*: #2 oil, natural gas, kerosene; *for coatings*: primer, paint, lacquer, sealer; *for solvents*: MEK, benzene, thinners, naphtha solvent; *for print materials*: ink, fountain solution, washing solvents; *for mineral processing* including crushing, screening: rock, conglomerate, construction debris, sand; and for manufacturing: solvents, and raw materials.

You should be most concerned with those materials that emit the regulated pollutants for which your premises would have been a Title V major source before the issuance of an Approval of Registration under the GPLPE or could now be a Title V major source. For example, spray painting cans and other coatings or solvents purchased in small amounts (less than 1 gallon) do not have to be reported if the source does not have potential emissions above Title V major source thresholds for volatile organic compounds (VOC) or federal hazardous air pollutants (HAPs).

- 4. Pollutant(s) Emitted from Use of Material**—List the types of pollutants emitted from use of such fuels or material here. Actual emissions of pollutants will be reported in Parts III and IV of the form. Examples of pollutants emitted are the criteria pollutants (SO_x, NO_x, VOC, PM-10, CO, Pb) or any of the HAPs regulated under Title V. If several HAPs are emitted from the use of a particular fuel or material then it is only necessary to indicate that HAPs are emitted and further differentiation will be provided for the HAPs as required in Part IV. A copy of Appendix C (List of 188 federal HAPs) found in the GPLPE Registration

Instructions is included for your reference.

- 5. Total Amount of Fuel/Material Used During the Previous Calendar Year (Specify Units)**—Enter the premises totals for fuel/material usage for each of the fuels/materials used during the previous calendar year. Be sure to specify the units of measurements.

Part III: Premises Actual Emissions Summary for Criteria Pollutant Emissions (PM-10, SO_x, NO_x, VOC, CO, Lead) and HAP Aggregate Emissions

Calculations must be performed to arrive at premises total actual emissions of criteria pollutants and HAPs.

- 1. Premises Name**—Provide the premises name indicated in Part I.
- 2. Registration Number**—Provide the registration number as indicated in Part I.
- 3. Reporting Period**—For actual emissions being reported, indicate the years (yy) of the reporting periods provided on the form.
- 4. Actual Criteria Pollutant Emissions and HAPs Aggregate Emissions**—You must list the consecutive twelve month emission totals for any criteria pollutant for which the premises would have been major under the Title V regulations before issuance of an approval of registration under the GPLPE or could now be a Title V major source. This requirement holds true for premises that were major due to potential emissions of aggregated HAPs greater than 25 TPY. Enter the premises total emissions per pollutant, for the twelve (12) month period listed under the "Reporting Period" column.

Part IV: Premises Actual Emissions Summary for Individual Hazardous Air Pollutants

Part IV serves as a premises emissions summary for HAPs. Before completing this section you must calculate your actual emissions of federal HAPs for the consecutive twelve (12) month periods being reported. You may use the relevant worksheets and carry the emission unit totals to Part IV.

- 1. Premises Name**—Provide the premises name indicated in Part I.
- 2. Registration Number**—Provide the registration number as indicated in Part I.
- 3. HAP Name**—Enter the name of each Federal HAP emitted in the space(s) provided.
- 4. CAS Number**—Enter the Chemical Abstracts Service (CAS) Number for each HAP listed. This number is included in the HAP list in Appendix C of the GPLPE Registration Instructions, which is included in these instructions for your reference.
- 5. Reporting Period**— For actual emissions being reported, indicate the years (yy) of the reporting periods provided on the form.
- 6. Actual HAP Emissions (TPY)**—Enter the premises actual emissions totals for each of the HAPs, for the twelve (12) month period listed under the "Reporting Period" column.

Part V: Certification

An authorized representative, in accordance with Section 22a-174-33(b) of the RCSA, of the premises for which this annual emissions summary is being submitted must sign this section.

Completed GPLPE Annual Emission Summaries—Label all pages of your GPLPE Annual Emissions Summary with the premises name and registration number. Do not include worksheets or other supporting documentation.

Such documentation should be maintained at the premises.

Completed summaries should be sent to:

COMPLIANCE ANALYSIS COORDINATION UNIT
BUREAU OF AIR MANAGEMENT
DEPARTMENT OF ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CONNECTICUT 06106-5127